

## High School FAFSA Report

To register for a user ID and password if you do not currently have access to any of the MDHE's electronic systems, such as the FAMOUS database:

1. Click the green **Request/Change Security link** below the Login button on the High School FAFSA Report page. You will be directed to the MDHE's Security System.
2. Click the green **Register** link underneath the **Login** button on the Security System's login page. The **Registration** page will display.
3. Complete the registration form. Required fields are indicated with an asterisk (\*).
4. Select **High School FAFSA Report** from the **System** drop down menu. Then select your high school from the **School** drop down menu.
5. Click the **Add Access** button. The information is saved and the top of the page displays. Scroll down to the User Access section to view the information.
6. Repeat these steps if you need to request access to more than one high school in your district or if you need to register for access to other MDHE electronic systems, such as the *FAMOUS High School* system.
7. Select the **Remove** check box in any row that contains incorrect information then click the **Remove Checked** button. After the information has been removed you may re-enter the correct information in the **Request for Access** section.
8. Click the **Submit** button. If you register for multiple systems you may be required to download, complete and submit a separate user agreement to complete the registration process.
9. You should receive your user ID and a system-generated password in an email from DHE Security within five business days.